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8 JUN 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
8 June 1973**

Significant Events

1. **PDP and APP:** Following the decision of the Agency Management Committee to implement PDP by 30 July and APP by 30 June, the Plans Staff concentrated this week on assembling machine data and preparing background instructions which will assist the components in completing these processes by the established due dates. We have already received a request from DDI/Admin to meet with their support and personnel people to explain the processes and answer any questions that may arise.

2. **Improving Analytic Capabilities:** In order to improve our capacity for future personnel modeling, [REDACTED] attended a Civil Service Commission course from 17 April to 6 June on Mathematics for Management. This part-time course covered such subjects as analytical geometry, applications of calculus to problem solving, simulation models and probability models and advanced statistical methods. Next week we plan to review the applicability of these elements to the statistical projections and personnel research conducted by the Plans Staff.

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3. **Position Management:**

a. Preparations are being made for the EA field position classification survey which is scheduled for early October. [REDACTED]

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b. The Office of Technical Service survey is continuing. A major part of the audit phase has now been completed.

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c. A meeting was held with the Chief, Standards Branch of the Compensation and Pay Division of the State Department to elicit information on grades of certain

positions at State. At the same time, information was obtained from the State Department officials on their classification practices and the necessity for reducing the grades of Foreign Service positions throughout the Department. Substantial reductions were made at the top Foreign Service levels, namely, approximately 25% of the FSO 2 positions were affected and 20% of the FSO 1 positions. These positions are equivalent to GS-17 and GS-18.

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5. Retirement Booklet: We provide each retiree with a personalized booklet containing complete information on his (or her) retirement benefits and entitlements. Recently one of our prospective retirees and her husband were in for retirement counseling. The husband, who is Deputy Executive Director of The Federal Trade Commission (FTC) was impressed with the booklet and wants to introduce a version of it in the FTC. We told him we had no objections.

6. Voluntary Investment Plan: All the major time-phased tasks set for the change to the new investment options were met on schedule, except for one. The exception is the new brochure which was not completed on schedule, there having been a delay in final approval. We are working with Graphic Arts to devise a representative yet simple cover, then we will forward to Printing Services. The text has been approved.

7. Co-ops Convert to Staff Status: The National Photographic Interpretation Center is picking up as staff employees five of their six (83%) co-ops who are graduating this month. The only one lost to NPIC was a civil engineer who preferred a career in bridge building rather than a career as a photogrammetrist.

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8. Briefing of Foreign Official: [REDACTED] briefed

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5X1A [REDACTED] intelligence on our Summer Intern and Co-op Programs. [REDACTED] was most enthusiastic and said he will probably consult with us again after he starts to develop plans to introduce these programs into his Department.

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9. Contract Handbook Distribution: It is certainly worthy of noting that after an inordinately long coordination process, the Contract Handbooks [REDACTED] have been printed and distributed this week. The Contract Regulations were printed several months ago. This completes the revised contract regulatory package.

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10. Rehired Annuitant: During the week I approved the following case for the Directorate of Management and Services:

[REDACTED] -- Contract Employee -- 90 day contract to keep subject's expertise available during anticipated termination of [REDACTED]

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11. Death of Military Detainee: [REDACTED] a military detainee [REDACTED] was killed in an automobile accident on base 2 June 1973. Casualty assistance was provided by [REDACTED] and all necessary notification required by military regulation has been completed. [REDACTED] has been assigned to our activity since September 1970.

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12. Summer Only Program: We have now entered on duty 130 summer only employees and have firm EOD dates for the remaining 74 candidates.

13. Bloodmobile: One hundred thirty-five pints of blood were donated by Agency employees on 5 June.

Coming Events

1. Position Classification: Work will continue on the review of the Intelligence and Science and Technology Directorates' Staffing Complements for FY 1974 and position reductions and changes in the Intelligence Directorate and the Management and Services Directorate. Most of the reductions have already been processed in the Operations Directorate.

2. PDP and APP: We anticipate active involvement with all components as they implement the PDP and the APP.

3. Upward Mobility: On 13 June the Chief, Staff Personnel Division, [REDACTED] from OTR in visiting the Civil Service Commission training facility at Thomas Circle, N. W. This will be the facility that our Upward Mobility group will attend. We now have nine fully-cleared candidates and are moving toward 15 for a 5 July entrance-on-duty date.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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OD/Pers/[REDACTED]:dpm (8 Jun 73)

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